

Admission Requirements
Southern District of Texas

Eligibility: To apply for admission, you must be licensed to practice law by the licensing authority of one of the fifty states, the District of Columbia, or a Territory of the United States, and if licensed by a licensing authority other than the State of Texas, then an attorney must also be a member in good standing of a United States District Court (Local Rule 83.1(A)).

Steps: You must apply on the court's form and pay the fee. You must attend an approved workshop and take the oath from a judicial officer.

Workshop: Applicants must attend a workshop, unless they:

- a. Have reached the age of seventy.
- b. Reside out of the district and are a member of the bar of another United States District Court and have filed an original certificate of good standing from it (dated within the last 90 days), and an executed Oath.
- c. Are a former circuit, district, bankruptcy, or magistrate judge.
- d. Have completed the current [Federal Court Practice Seminar](#) (online CLE offered by the State Bar of Texas.) and provide proof of completion with their application.

CLE credit of 1.5 hours, which includes 0.5 of ethics, will be given for attending the workshop. Workshops are generally held on the 1st Thursday of February, May, August and November. To guarantee admittance to a workshop, your application must be received 14 days prior to the workshop.

SUBMISSION OF APPLICATION:

Applicants are encouraged to submit their applications and pay the fee using our CM/ECF Document Filing System by following the instructions on the Southern District of Texas Attorney Admissions Requirements webpage.

Applications, including check in the amount of \$176.00 payable to Clerk, US District Court, can also be mailed to:

Attn.: Attorney Admissions
U.S. DISTRICT COURT
P.O. Box 61010
Houston, Texas 77208

Notification: We will notify you when the court acts on your application.

Documents Required:

Southern-District Resident and Texas State Bar Member	Non-Resident and Texas State Bar Member	Applicant not a Texas State Bar Member
<ol style="list-style-type: none">1. The application and a fee of \$176 to: Clerk, U.S. District Court.2. A copy of your state bar card.	<ol style="list-style-type: none">1. The application and a fee of \$176 to: Clerk, U.S. District Court.2. A copy of your state bar card.3. To be exempt from attending the attorney workshop, an original certificate of good standing from another federal court (dated within the last 90 days).4. If choosing to exempt the attorney workshop, a non-resident must submit an executed Oath* with the application.	<ol style="list-style-type: none">1. The application and a fee of \$176 to: Clerk, U.S. District Court.2. A copy of your state bar card.3. An original certificate of good standing from another federal court (dated within the last 90 days).4. A non-resident attorney may choose to be exempted from attending the attorney workshop.5. If choosing to exempt the attorney workshop, a non-resident must submit an executed Oath* with the application.

Remember to include your check for \$176. Without it, we cannot accept your application.

*The oath for admission to practice in the Southern District of Texas must be administered before a judicial officer of the United States. Please arrange with the United States District Clerk in your district to take the Oath. The applicant will submit the executed oath as part of the application.

Do not submit an executed Oath if you are required to attend the Attorney Admissions Workshop. All attorneys who reside within the Southern District of Texas are required to attend the workshop unless they have completed the Federal Court Practice CLE.

Application to Practice
United States District Court for the Southern District of Texas

1. First/Middle/Last Name: _____ DOB: _____
2. Home address: _____
3. Firm name: _____
4. Firm Address: Street: _____
City: _____ State: _____ Zip Code: _____
5. Firm Telephone: _____
6. E-mail for electronic service: _____
7. Identify a state bar in which you are admitted.
State: _____ Number: _____
8. Identify a United States District Court bar of which you are a member (if applicable)
District: _____ Number: _____
9. Have you ever been the subject of discipline by a court or bar? ☐ Yes ☐ No
If yes, please attach a description and a copy of the final disposition.
10. Attach a copy of any conviction of a misdemeanor involving moral turpitude or any felony.
11. If you responded to item nine or ten, attach all information you feel would assist the court in determining your fitness to practice law in this district.
12. List two members of the Southern District of Texas who will state that (a) they are not related to you; (b) they have known you for at least twelve months or otherwise know you well; (c) they have read this application; and (d) they believe your legal competence and character to be good.
 - A. Reference's name, office address, state bar number and telephone number:

 - B. Reference's name, office address, state bar number and telephone number:

By submitting this form, I agree to abide by these rules:

1. I will maintain familiarity with the technical and procedural requirements as they are adopted by the court.
2. Use of my login and password constitutes my signature on documents filed electronically for purposes of the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.
3. I am responsible for all use of my login and password, authorized or not.
4. By registering, I consent to electronic service of documents and notices through the court's Electronic Filing System and waive service by other means.

Subscribed under penalty for perjury.

Applicant

Date

COURT USE ONLY: The state bar reports that the applicant's status is: _____.

Dated: _____

Signed: _____
Deputy Clerk

United States District Court
Southern District of Texas

ATTORNEY: _____

Oath

I do solemnly swear that I will discharge the duties of an attorney and counselor of this Court faithfully, that I demean myself uprightly under the law and the highest ethics of our profession, and that I will support and defend the Constitution of the United States.

Dated _____, 2014.

Signature of Attorney:

Printed Name

United States District Judge

District of _____